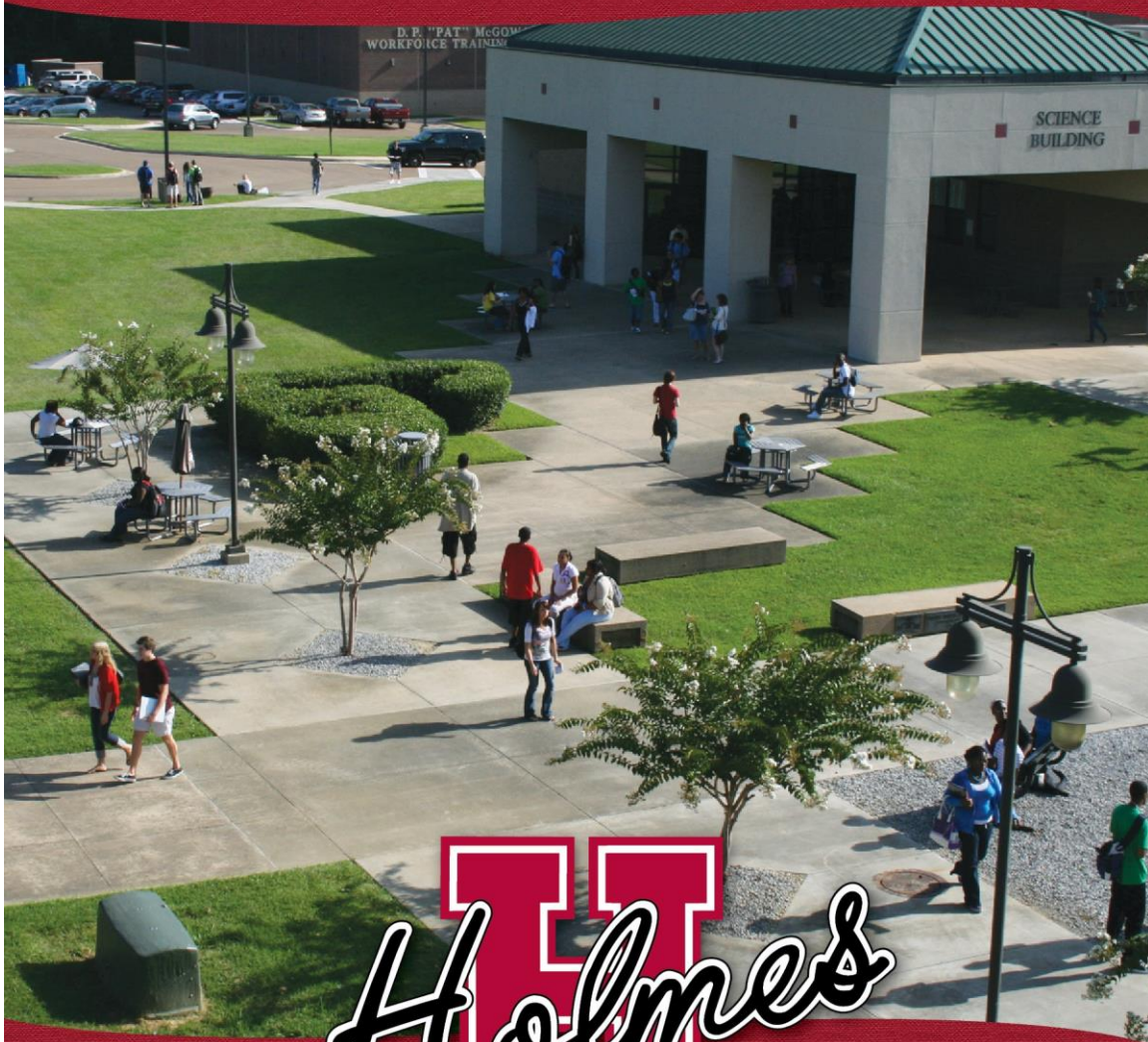


HOLMES COMMUNITY COLLEGE DISTRICT BULLETIN

GOODMAN • RIDGELAND • GRENADA



H
Holmes

2010-2011

AMENDMENT V to the 2010-2011 HOLMES COMMUNITY COLLEGE BULLETIN

Page 42 – eLearning (4.3.5)

This section has been changed as follows:

Holmes Community College recognizes that emerging technologies are changing the methods of instructional delivery to include eLearning programs such as interactive classrooms, remote instruction, internet based courses, and other electronic-based teaching/learning activities. Holmes' two primary means of delivering eLearning programs are through the use of Video Conferencing and the Mississippi Virtual Community College (MSVCC).

The purpose of the eLearning Program of Holmes Community College is to improve student access to instruction through the use of electronic technology. The goals of the program are:

1. To identify, provide, expand, and coordinate the development of quality courses and programs to meet the needs of eLearners.

2. To develop or modify procedures for providing support services to eLearners in areas such as testing, admissions, registration, counseling, library services, financial aid, and advising using such means as email, telephone, web pages, and mail.

3. To support and encourage the internal development of the eLearning program by promoting and providing guidelines for training, inclusion of eLearning courses in instructor workloads, and technical support.

4. To provide strategies for effective delivery of eLearning alternatives through the development of policies for consistency in eLearning.

5. To evaluate periodically and comprehensively every facet of the eLearning program and to use these results to restructure and improve the program.

Page 52 – Faculty Advisors (5.3.1)

This section has been replaced by the following:

Academic Advising

After the application process has been completed, each student is assigned an academic advisor consistent with the student's intended major field of study. General functions of academic advisors are:

1. Assist students in planning educational programs consistent with their abilities, interest, and educational achievement.
2. Inform students of educational options and requirements as well as college policies and procedures.
3. Monitor and evaluate student progress.
4. Provide access to the resources of the institution that meet students' special needs.
5. Help students clarify personal and educational goals.
6. Clarify the nature and scope of higher education.
7. Assist students in coordinating educational plans and career preparation.
8. Establish a relationship with advisees that will strengthen their bond to Holmes Community College and promote retention of students. Advisors are encouraged to contact their

advisees several times during a semester. For more information see the Advisor's Handbook which is distributed by the Academic Dean's Office.

Guidance and Counseling

A professional counseling staff seeks to provide academic, social, and personal counseling for all students by qualified counselors. The Counseling Department works closely with recruitment

personnel to coordinate the various college recruitment efforts and to provide comprehensive educational and career counseling services for all students. It is the goal of the Counseling Department to promote graduation from Holmes Community College and subsequently facilitate transfer if desired by the student. A supply of senior college information is available from counselors to assist students in transferring.

Page 52 – Online Advising (4.3.5.3.3)

This section has been changed as follows:

Counseling

Names of advisors are provided on the My Holmes Tab in My Doghouse under the Academic Profile Channel. Names, email addresses and telephone numbers are also located on the Holmes Community College website under the Faculty/Staff Directory. All students are assigned an advisor based on their campus and major. Students are also welcome to physically visit their advisor at one of the Holmes' locations.

Page 53 – eLearning (4.3.5.1)

This section has been changed as follows:

Holmes is a proud member of the Mississippi Virtual Community College. The MSVCC is a cooperative of 15 of Mississippi's community colleges and the Mississippi State Board for Community and Junior Colleges to provide internet-based courses statewide in Mississippi. Its mission is to provide educational opportunities to constituencies who live within the various community college districts in Mississippi and to others beyond those boundaries. Through the MSVCC, students may take courses from community colleges anywhere in Mississippi while getting support services from their local community college.

This cooperative makes it possible for MSVCC colleges to leverage their distance learning resources—including faculty, courses, support services, and technology—to benefit students throughout Mississippi and beyond.

The MSVCC has adopted a Policy and Procedures Guide. Holmes Community College has chosen to be a part of this statewide effort and has adopted this Policy and Procedures Guide. Within the spirit of this internet- based effort, this guide is located on the internet at the public MSVCC website. All policy and procedures not explicitly discussed here are contained on the website.

Page 54 – Credit & Grades (4.2.7 & 4.4.7)

A semester hour is defined as the unit of credit which represents one class hour (750 minutes per semester).

A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

| | | | |
|---|----------------|---|-----------------------------|
| A | Excellent | 4 | quality points per semester |
| B | Good | 3 | quality points per semester |
| C | Average | 2 | quality points per semester |
| D | Poor | 1 | quality point per semester |
| F | Unsatisfactory | 0 | quality points per semester |

| | | |
|----|------------|-------------------------------|
| I | Incomplete | 0 quality points per semester |
| AU | Audit | 0 quality points per semester |
| W | Withdrew | 0 quality points per semester |

Each department must establish standards expressed in percentages (a numerical grading scale). The standards must be approved by either the Vice President for Academic Programs or the Vice President for Career-Technical Education. A copy of each department's grading scale must be on file in the office of the Vice-President for Academic Programs or the Vice-President for Career-Technical Education, and each student must be informed of these standards via the course syllabus.

I Grade. An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept the student from meeting a requirement of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by unavoidable circumstance. A student has one month from the first day of classes of the next enrollment period to complete any make-up work or tests in order to receive a grade in place of an "I" or a grade of "F" will be assigned. The appropriate administrator will decide if extenuating circumstances involving a prolonged illness will allow the student extra time. Students are expected to report for the final exams according to the published schedule. Students who fail to report without having notified the instructor of a conflict will be given a "0" on the final exam, and the final grade will be averaged. A student with a valid excuse will be given an "I" and will have the opportunity to take a makeup exam.

Page 57 – Student Load (4.2.12)

This section has been revised as follows:

No student may take or receive credit for more than 21 hours in the fall or spring or 18 hours in the summer without permission of the campus' Academic Dean or Career-Technical Education Director. **Summer school is considered one semester.**

Page 58 – Advanced Placement Program (4.3.1)

The paragraph has been changed as follows:

Students should contact the Vice-President for Academic Programs, Goodman campus, for further information.

Page 58 – College Level Examination Program (CLEP) (4.3.2).

The paragraph has been changed as follows:

For further information, a student should contact the Vice President for Academic Programs, Goodman Campus.

Page 58 – Correspondence Courses (4.3.3)

This section has been changed as follows:

HCC does not teach correspondence courses but will accept correspondence credit from regionally accredited universities and colleges. **Limitations** - the total amount of credit earned from correspondence courses which may be applied toward an associate degree at Holmes is 16 semester hours. Only "lecture" courses will be accepted - courses described in the HCC bulletin as having a laboratory or clinical component will not be accepted. Prior to registration for a correspondence course for which a student wishes to receive HCC credit, the student must get

the written approval of the Vice-President for Academic Programs or the Vice-President of Career-Technical Education, Goodman Campus.

Page 59 – Regularly Scheduled Examinations (4.2.6)

This section has changed as follows:

Examinations are scheduled at the end of each semester. The complete schedule of examinations is announced during the semester.

The sections on Business Office Debts and Eligibility for Exams are removed.

Page 80 – Student Support Services.

SGA Constitution, Article IV: Elections has been changed as follows:

Section II C. There shall be one dormitory representative elected from each dormitory (Goodman Campus only).

Section III. Homecoming Court (Open to female students only) elections will be held at least two weeks prior to homecoming.

A. The Homecoming Queen (Goodman Campus only)

1. Qualifications are to

- a. be a full-time student;
- b. be at least a third or fourth semester student and have never held a sophomore title; and
- c. have at least a “C” average for any previous work.

2. Voter eligibility is limited to full-time students.

B. Student Body Maid

1. In the case of a run-off between the top two candidates for homecoming queen on the Goodman Campus, the runner-up shall be declared student body maid. If the top candidate for homecoming queen receives a majority of the votes the candidate with the second highest number of votes shall be declared student body maid.

2. On the Ridgeland Campus and at the Grenada Center, a Student Body Maid will be selected from the sophomore class and the remaining candidates will run for the sophomore maid positions.

3. Qualifications are to

- a. be a full-time student;
- b. be at least a third or fourth semester student and have never held a sophomore title; and
- c. have at least a “C” average for any previous work.

C. Freshman Maids

1. There shall be two freshman women elected from the freshman class of the Goodman and Ridgeland Campuses and one from the Grenada Center.

2. The election will be held at least two weeks prior to homecoming.

3. Qualifications are to

- a. be a full-time student;
- b. be a first or second semester freshman; and
- c. have at least a “C” average for any previous work.

4. Voter eligibility is limited to full-time freshman students.

D. Sophomore Maids

1. There shall be two women elected from the sophomore class of the Goodman, Ridgeland Campuses and Grenada Center. Candidates on the Goodman Campus

shall include all participants in the Homecoming Queen election who were not in the run-off.

2. The election will be held at least two weeks prior to homecoming.
3. Qualifications are to
 - a. be a full-time student;
 - b. be at least a third or fourth semester student and have never held a sophomore title; and
 - c. have at least a "C" average for any previous work.
4. Voter eligibility is limited to full-time sophomore students.

HOUSING

Visitors during School Hours Same-sex visiting by students is allowed until 12:00 a.m. Between the hours of 12:00 a.m. and 6:00 a.m., no visiting in dormitory rooms is allowed, meaning that dormitory residents must be in their own rooms. Visitors after school hours must leave by 12:00 a.m. when all lobbies close. No visiting is allowed after 12:00 a.m. without authorization. Immediate family members, with permission, may assist students in moving in or out of the residence halls. Male students are not allowed in any female dormitories except in the lobby area during regular visiting hours. No females are allowed in any male dorm lobby at any time.



Dr. Fran Cox, Vice President for Academic Programs

Date